

*Managing Sponsored Research at Berkeley Lab  
Processes Related to Establishing and Managing Awards*

*Sponsored Projects Office  
Summary Roles and Responsibilities*

***Advances***

- Works with PI and Division Analyst prior to submitting the proposal to the Sponsor and during the award negotiations to assure that the advance requested will cover the 4 highest months of cost (including the start up, equipment, and four months of operations costs). This will assure that a positive cash position is maintained until the end of any award.

***Billing the Sponsor (Federal and NonFederal)***

- Authorizes Award Funding in RAPID and distributes a Sponsored Projects Award Authorization package.
- Assists Principal Investigators with procedural management of active research projects (pre award, financial, prior approvals, reporting, regulatory compliance issues, etc.).
- Reports instances of financial non-compliance with applicable regulations and LBNL policies.

***Invoice Payment and Collections***

- Works with PI, Accounts Receivable, and Division Analysts to resolve problems with slow and nonpayment (collection) of invoices.
- Works with PI, Division Analysts, Accounts Receivable and the Sponsor regarding potential suspension of work if invoices are not paid in a timely fashion. Will suspend work if Sponsor does not pay invoices.

***Costs Exceed Award Funding (Contract Value) or Occur After the Period of Performance***

- Works with PI and Division Analyst to amend award, if appropriate, to allow for costs to be billed under the award.

***Award Expiration and Closeout***

- Assists the Principal Investigator and Division Analyst with procedural questions regarding non-financial reporting.
- Final Deliverable/Progress Report: Submits on behalf of the Laboratory final reports, invention/patent reports, and other reports as required by the Laboratory's Sponsored Research Closeout Procedures for the Sponsor.